

1 August 2001

MEMORANDUM

From: LT Savery, Maintenance Officer
To: Distribution

Subj: Naval Academy Sailing Maintenance Program

Encl: (1) CSMP/Chit Log

1. Purpose. To set forth standards and procedures for conducting and managing maintenance on Navy 44 Sail Training Craft and Chartered boats.
2. Background. Historically, much of the responsibility for boat maintenance has been left with the Cuttershed and Naval Station. Midshipmen involvement in boat maintenance with both CSNTS and VOST has been limited.
3. Program Elements.
 - a. Chit Procedure. When a maintenance problem is discovered aboard a Navy Sail Training Craft (STC), the first step is to fill out a discrepancy chit and then record the deficiency in the CSMP log. Each chit consists of three carbon copies. The white and pink copies are turned into the Cutter Shed Inbox, while the yellow copy is turned in to the Sailing Center Inbox. On a daily basis, the Cutter Shed 3M Manager will take the chits, assign the appropriate technician, and enter the chit into the maintenance database. The database will be used by the 3M Manager and Maintenance Officer to track the status of chits/jobs. Boat Officers in Charge (OICs) may contact either the Cutter Shed or Maintenance Officer to determine status of the jobs on each STC. All tasks that cannot be accomplished by the Cutter Shed will be deferred by a 2-Kilo and entered into MRMS. As maintenance actions are completed the technician will enter it into the boat's CSMP log and the 3M Manager will update the database.
 - b. Controlled Ship's Maintenance Project (CSMP). The CSMP/Chit Log will be maintained in the boat 3M binder as a record of jobs by serial number. The serial number will be the boat's hull number followed by the next three-digit serial number from the log (i.e. NA14-006, which is the 6th maintenance action entered on NA-14 Intrepid). The Log will be a means for the boat OIC to identify completed and open jobs.
 - c. Engine Log. The boat engine log will be maintained as before. For each underway, engine logs will be picked up and returned to the Cutter Shed. Checks will be done and entered into the log with BLACK PEN ONLY.

- d. Weekly PMS Board. Weekly Preventive Maintenance Boards will be distributed to boat crews every week by the 3M Manager. They will include maintenance checks to be completed by the crew. The boat OIC is responsible for ensuring maintenance for each week is completed and documented on the Weekly Board. The 3M Manager will collect the Weekly Boards from each boat and enter the info into SKED.
 - e. Quarterly PMS Board. Quarterly Preventive Maintenance Boards will be maintained in the boat 3M binder.
 - f. “R” Checks. A list of “R” (as required checks) will be kept in the 3M binder. Completed checks will be documented in the Weekly PMS Board within the 3M binder.
 - g. List of Effective Pages (LOEP). The LOEP is maintained in the 3M binder as a Table of Contents for the Maintenance Requirements Cards.
 - g. Maintenance Requirement Card (MRC). MRC cards are maintained in the 3M binder. They give a detailed description of each maintenance procedure.
4. 3M Binder Table of Contents.
- a. Naval Academy Sailing Maintenance Program Memorandum
 - b. CSMP Log
 - c. Weekly PMS Log
 - d. Quarterly PMS Log
 - e. List of “R” checks
 - f. LOEP
 - g. MRC deck

A A Savery
LT USN

Enclosure (1)

Navy 44 Maintenance Binder Contents

1. 3M Memorandum
2. CSMP/Chit Log
3. Weekly PMS Board
4. Quarterly PMS Board
5. List of "R" Checks
6. List of Effective Pages (LOEP)
7. Maintenance Requirement Cards (MRC)